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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Annual Records Inventory - FY-1986

STAT FROM:

DDA/OIT/IMO
2D-02 Hqs.

EXTENSION | NO.

DATE: 8 December 1986

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. OIS/IRMD 1236 Ames Bldg.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

FORM 1-79 **610** USE PREVIOUS EDITIONS

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 1986

TO: OIS/IRMD

FROM: *(Directorate and Office)* DDA/OIT

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	3643	2343	-1300
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	4180	5245	+1065
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	259.5	193	- 66.5
d.	Other *(Describe)*			
TOTAL LINEAR FEET OF OFFICE FILES		8082.5	7781	- 301.5
II.	CARD-SIZE FILES:			
a.	3x5 Cards	9.0	11.3	+ 2.3
b.	5x8 Cards	22.2	24	+ 1.8
c.	Punch Cards	18.0	49	+ 31
d.	Abstracts	6.0	25.5	+ 19.5
e.	Aperture Cards			
f.	Microfiche	187.4	143.3	- 44.1
g.	Other *(Describe)*			
TOTAL LINEAR FEET—CARD-SIZE FILES		242.6	253.1	+ 10.5

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes	61,858	74081	+12223
b.	Audio Tapes	214	198	- 16
c.	Video Tapes	202	260	+ 58
d.	Disc Packs	824	1172	+ 348
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5¼"	2,703	2514	-189
h.	Magnetic Diskettes 8"	1,382	1299	- 83
i.	Paper Tapes			
j.	Other *(Describe)* Computer Tape Cassettes	24,655	23309	- 1346
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels			
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other *(Describe)*			

Comments:

STAT Signatu[redacted]

Date: 8 Dec. 1986

FORM 9-85 358 EDITIONS

White copy - OIS/IRMD Yellow copy - Directorate/RMO Pink copy - Component/RMO

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